



## **FY2015 (7/1/14 – 6/30/15) Annual Work Plan Pine Creek Conservation District**

**For More Information Contact: Raymond Brown, 509-285-5122, [pinecreekcd@oakesdale.net](mailto:pinecreekcd@oakesdale.net)**



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### **Mission of the Pine Creek Conservation District:**

*The mission of the district is to work in cooperation with private landowners and other local, state and federal agencies to voluntarily protect, enhance and restore natural resources in the Pine Creek Conservation District. This mission will be accomplished with information/education, technical and financial assistance, and assessment of local natural resource conditions and concerns. The district will foster community involvement in natural resource issues and cooperation between private landowners, government agencies, nonprofit organizations and private business.*

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### **Natural Resource Priorities**

#### ■ **Soil**

- This is designated as a state, regional and local priority
- The NRCS State Resources Assessment 2011:Priority Resource Concerns is the Data Source
- Washington State NRCS, Washington State Department of Ecology, Adams CD, Pine Creek CD, Palouse CD, Spokane CD, Whitman CD

#### ■ **Water**

- This is designated as a state, regional and local priority
- The NRCS State Resources Assessment 2011:Priority Resource Concerns is the Data Source
- Washington State NRCS, Washington State Department of Ecology, Adams CD, Pine Creek CD, Palouse CD, Spokane CD, Whitman CD

#### ■ **Agricultural Energy Efficiency**

- This is designated as a state, regional and local priority
- The NRCS State Resources Assessment 2011:Priority Resource Concerns is the Data Source
- Washington State NRCS, Washington State Department of Ecology, Adams CD, Palouse CD, Spokane CD

#### ■ **Air Quality**

- This is designated as a state, regional and local priority
- The NRCS State Resources Assessment 2011:Priority Resource Concerns is the Data Source
- Washington State NRCS, Washington State Department of Ecology, Adams CD, Pine Creek CD, Palouse CD, Spokane CD, Whitman CD

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**Washington Conservation Districts assisting land managers with their conservation choices**

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## FY2015 (7/1/14 – 6/30/15) Annual Work Plan Pine Creek Conservation District



**Natural Resource Priority Program Area:** Soil and associated Water Quality

**Goal(s):** To reduce soil erosion and its impacts on water quality in the district, to improve soil health and productivity, to improve water quality.

**Natural Resource Measurable Result Objective:** Soil erosion will be reduced and water quality will be improved by at least 5% in the district in FY2014.

**Programmatic Measurable Result Objective:** 100 landowners/operators will be contacted/worked with resulting in 40 plans written and implemented in FY2014.

**Funding Source(s):** WSCC Implementation, Basic Funding, TSP (NRCS), Ecology, District Financing

Activities for FY2015	Target Dates	Person Responsible	Time(Days) Required	Estimated Funding	Notes
<i>Offer Technical Assistance on targeted highly erodible areas in the district –includes: farm plan development &amp; revision of existing plans, field measurements, mapping, meetings w/ landowner, develop plans &amp; permit assistance.</i>	7/14-6/15	Manager	15	\$5925	
<i>Provide direct technical assistance for the implementation of Best Management Practices: filter strips, contour buffers, critical area seeding, riparian buffers, direct seed &amp; reduced tillage.</i>	7/14-6/15	Manager	15	\$5925	
<i>Provide information on benefits of planning and installing BMP's via web site, meetings and one-on-one contacts with landowners.</i>	7/14-6/15	Board, Manager	5	\$1975	
<i>Quality Review: Perform TSP services for CRP status reviews and practice checks</i>	7/14-6/15	Manager	5	\$1975	
<i>Write Conservation Plans and produce maps for CRP</i>	7/14-6/15	Manager	35	\$13825	
<i>Contact Landowners and inform about the benefits of direct seeding, assist with cost-share applications and provide technical assistance.</i>	7/14-6/15	Manager	2	\$790	



## FY2015 (7/1/14 – 6/30/15) Annual Work Plan Pine Creek Conservation District



**Natural Resource Priority Program Area:** Soil and associated Water Quality continued...

**Goal(s):** To reduce soil erosion and its impacts on water quality in the district, to improve soil health and productivity, to improve water quality.

**Natural Resource Measurable Result Objective:** Soil erosion will be reduced and water quality will be improved by at least 5% in the district in FY2014.

**Programmatic Measurable Result Objective:** 100 landowners/operators will be contacted/worked with resulting in 40 plans written and implemented in FY2014.

**Funding Source(s):** WSCC Implementation, Basic Funding, TSP (NRCS), Ecology, District Financing

Activities for FY2015	Target Dates	Person Responsible	Time(Days) Required	Estimated Funding	Notes
Assist Landowners with updating Conservation plans for direct seeding as needed.	7/14-6/15	Manager	3	\$1185	
Provide technical assistance to Landowners with implementing direct seeding.	7/14-6/15	Manager	5	\$1975	
Coordinate with Palouse-Rock Lake CD in the administration, planning and implementation of joint direct-seed grant	7/14-6/15	Board/Manager	2	\$790	
Contact Landowners and inform about the benefits of riparian areas. Target priority riparian areas. Offer cost share assistance.	7/14-6/15	Manager	3	\$1185	
Assist Landowners with riparian area conservation plans.	7/14-6/15	Manager, Board	5	\$1975	
Provide technical assistance with developing riparian areas and installing riparian area BMPs.	7/14-6/15	Manager	4	\$1580	
Assist landowners with cost-share applications, administration of cost share program and seek new cost share sources	7/14-6/15	Manager	4	\$1580	



## FY2015 (7/1/14 – 6/30/15) Annual Work Plan Pine Creek Conservation District



**Natural Resource Priority Program Area:** Energy Efficiency

**Goal(s):** To improve Ag Operations Energy Efficiency, to reduce energy usage

**Natural Resource Measurable Result Objective:** Electricity usage by agriculture will be reduced by 2% in FY2015

**Programmatic Measurable Result Objective:** Seek funding to continue district's energy efficiency program

**Funding Source(s):** WSCC Implementation, WSCC Category 3, District, BPA, Utilities, Other

Activities for FY2015	Target Dates	Person Responsible	Time(Days) Required	Estimated Funding	Notes
Identify, Apply and Obtain funding to continue district's energy efficiency program	7/14-6/15	Manager	5	1,975	



## FY2015 (7/1/14 – 6/30/15) Annual Work Plan Pine Creek Conservation District



### **Natural Resource Priority Program Area:** Air

**Goal(s):** Air quality will be improved throughout the entire district due to reductions in Ag burning and burning when environmental conditions exist that direct smoke away from populated areas.

**Natural Resource Measurable Result Objective:** Air Quality will be improved in the district in FY2014

**Programmatic Measurable Result Objective:** 60 Landowners/Operators will be worked with resulting in 60 burn permit evaluations

**Funding Source(s):** Local Burn permit program

<b>Activities for FY2015</b>	<b>Target Dates</b>	<b>Person Responsible</b>	<b>Time(Days) Required</b>	<b>Estimated Funding</b>	<b>Notes</b>
<i>Receive, evaluate, produce maps and process burn permit applications for approximately 50 landowners/producers.</i>	7/14-6/15	Manager	30	\$11,850	
<i>Cooperate with Dept. of Ecology in coordinating daily burn calls to minimize impact of permitted Ag burning.</i>	7/14-6/15	Manager	2	\$790	
<i>Process, analyze, select and contact producers for metered burning in burn zone 7 on metered burn days</i>	7/14-6/15	Manager	2	\$790	
<i>Assist producers with post burn reports</i>	7/14-6/15	Manager	2	\$790	
<i>Research and evaluate visual smoke management systems in cooperation with DOE</i>	7/14-6/15	Manager	2	\$790	

**District Program Area:** Information/Education

**Goal(s):** To increase awareness of Natural Resource problems in the district. To enhance landowners/Operators abilities to address Natural Resource problems.

**Programmatic Measurable Result Objective:**

The district will offer farm inventories and maps for 5% of the landowners in the district, will provide natural resource information and support to local groups and individuals, will maintain and update a website, host an annual Ag Information Day, and support educational activities for interested local schools.

**Funding Source(s):**

<b>Activities for FY2015</b>	<b>Target Dates</b>	<b>Person Responsible</b>	<b>Time(Days) Required</b>	<b>Estimated Funding</b>	<b>Notes</b>
<i>Produce maps for general public sales</i>	<i>7/14-6/15</i>	<i>Manager</i>	<i>2</i>	<i>\$790</i>	
<i>Conduct Farm Inventories and Produce Maps</i>	<i>7/14-6/15</i>	<i>Manager</i>	<i>5</i>	<i>\$1975</i>	
<i>Host an Annual Ag Information Day/Annual Meeting</i>	<i>3/14</i>	<i>Board, Manager</i>	<i>2</i>	<i>\$790</i>	
<i>Assist with County Envirothon</i>	<i>5/14</i>	<i>Manager</i>	<i>1</i>	<i>\$395</i>	
<i>Assist with County Landjudging Contest</i>	<i>10/13</i>	<i>Manager</i>	<i>1</i>	<i>\$395</i>	
<i>Assist with Booth at Whitman County Fair</i>	<i>9/13</i>	<i>Manager</i>	<i>1</i>	<i>\$395</i>	
<i>Provide Information and follow-up to walk-ins and phone calls</i>	<i>7/14-6/15</i>	<i>Manager</i>	<i>15</i>	<i>\$5925</i>	

**District Program Area:** District Operations

**Goal(s):** Efficient operation of the District, Compliance with all local, state and federal laws.

**Programmatic Measurable Result Objective:**

During this fiscal period - complete effective and efficient operations including accounting, grant vouchering, personnel management, Supervisor elections & appointments, training & development, annual planning and reporting and maintenance of district equipment and property

**Funding Source(s):**

<b>Activities for FY2015</b>	<b>Target Dates</b>	<b>Person Responsible</b>	<b>Time(Days) Required</b>	<b>Estimated Funding</b>	<b>Notes</b>
<i>Monthly Board Meetings</i>	<i>Monthly</i>	<i>Board, Manager</i>	<i>9</i>	<i>\$3555</i>	
<i>Monthly Bill processing and coding</i>	<i>Monthly</i>	<i>Manager</i>	<i>4</i>	<i>\$1580</i>	
<i>Monthly Payment Vouchers</i>	<i>Monthly</i>	<i>Auditor, Manager</i>	<i>2</i>	<i>\$790</i>	
<i>Quarterly Taxes</i>	<i>Quarterly</i>	<i>Manager</i>	<i>1</i>	<i>\$395</i>	
<i>Grant Vouchers</i>	<i>Monthly</i>	<i>Manager</i>	<i>1</i>	<i>\$395</i>	
<i>Grant Reporting</i>	<i>6/15</i>	<i>Manager</i>	<i>1</i>	<i>\$395</i>	
<i>Grant Applications</i>	<i>5/15</i>	<i>Board, Manager</i>	<i>1</i>	<i>\$395</i>	
<i>2013 Year End Financial Reports</i>	<i>2/15</i>	<i>Manager</i>	<i>2</i>	<i>\$790</i>	
<i>2015-16 Annual Plan of Work</i>	<i>3/15</i>	<i>Board, Manager</i>	<i>1</i>	<i>\$395</i>	
<i>Annual Internal Audit</i>	<i>5/15</i>	<i>Board, Manager</i>	<i>1</i>	<i>\$395</i>	
<i>Review MOUs, Policies, Law, Posters, Employee Manual</i>	<i>1/15</i>	<i>Board, Manager</i>	<i>.5</i>	<i>\$198</i>	
<i>Prepare 2013 Budget</i>	<i>2/15</i>	<i>Board, Manager</i>	<i>1</i>	<i>\$395</i>	
<i>Election/Appointment of Supervisors</i>	<i>12/14 – 3/15</i>	<i>Board, Manager</i>	<i>2</i>	<i>\$790</i>	
<i>Annual Meeting, planning, prep &amp; hosting</i>	<i>2/15 - 3/15</i>	<i>Board, Manager</i>	<i>4</i>	<i>\$1580</i>	
<i>Annual Employee Evaluation</i>	<i>1/15</i>	<i>Board</i>	<i>.5</i>	<i>\$198</i>	
<i>Attend S.E. Area Meeting</i>	<i>10/14</i>	<i>Board, Manager</i>	<i>1</i>	<i>\$395</i>	
<i>Attend WACD Convention</i>	<i>12/14</i>	<i>Board, Manager</i>	<i>3</i>	<i>\$1185</i>	
<i>Attend WADE</i>	<i>6/15</i>	<i>Manager</i>	<i>3</i>	<i>\$1185</i>	
<i>Review/Inspect District Equipment, Maintenance Plan</i>	<i>12/14</i>	<i>Manager</i>	<i>.5</i>	<i>\$198</i>	
<i>Service &amp; Maintenance of District Vehicle &amp; ATV</i>	<i>As needed</i>	<i>Manager</i>	<i>.5</i>	<i>\$198</i>	
<i>District Office Maintenance &amp; Repairs</i>	<i>As needed</i>	<i>Manager</i>	<i>1</i>	<i>\$395</i>	
<i>District Training</i>	<i>As available</i>	<i>Board, Manager</i>	<i>1</i>	<i>\$395</i>	



## **FY2015 Annual Budget Pine Creek Conservation District**

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### **FY2015**

#### **REVENUE:**

WSCC Grants	\$ 48,400
WSCC Basic Funding	6,250
DOE Burn Permitting Program	15,000
Ecology Direct Seed	7,000
Equipment Rentals	500
Dues/Donations	500
Technical Service Provider Program	12,000
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TOTAL REVENUE	\$89,650

#### **EXPENSES:**

Salaries	\$ 49,400
Benefits	18,800
Supplies & Equipment	3,000
Communications	2,200
Travel	1,500
Utilities	1,700
Training/Education	1,000
Insurance	3,500
Maintenance	700
Advertising	200
Dues	3,300
Fuel	2,500
Miscellaneous	1,850
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TOTAL EXPENSES:	\$89,650

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